EQUAL OPPORTUNITY EMPLOYMENT CHECKLIST

POSITION INFORMATION

POSITION TITLE:

ADMINISTRATIVE: _____ ACADEMIC: _________ CLASSIFIED: __________

1. Did the committee review the job specifications for the position? _____ _____

2. Were job-related objective criteria established for selecting candidates to be interviewed? _____ _____

3. Was a standard rating system established for screening the applicants? _____ _____

4. Was the committee advised of interview procedures as outlined in the SCCCDD Handbook for selection committees? _____ _____

5. Did the committee develop standard core questions to be asked of each candidate? _____ _____

6. Were the same core questions asked of each candidate? _____ _____

7. Were the same committee members present for all interviews? _____ _____

8. Was a standard rating system established for interviews? _____ _____

Comments: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________________________________  _______________________
Selection Committee Representative    Date